

# Position Description

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**Department:** Moore County Department of Aging

**Title:** *Program/Activity Leader*

**Goal:** *The Moore County Department of Aging provides educational and interesting programs as well as fun and social activities for seniors aged 50 and older.*

**Duties:**

- *Lead a program/activity in a field of expertise or personal passion*
- *Commit to attending each scheduled program/class*
- *If unable to attend a scheduled program/class, appoint a participant to fill in and must communicate with Program Coordinator and/or member of Dept. of Aging Staff*
- *Encourage participants to learn in a friendly atmosphere*

**Qualifications:**

- *Must be 18 years of age or older*
- *Must be good with people*
- *Must be patient*
- *Have the ability to follow and carry out instructions*
- *Have good oral communication skills*

**Time Required:** Minimum 1 hour per week

**Supervisor:** Program Coordinator

**Physical Demands:** Able to lift 5-10 lbs. to help assist with moving tables, chairs if necessary; a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the volunteer is subject to inside and outside environmental conditions.